

LAST REVISED DATE: 05/01/2017 (NEW)

General Information

Task	Process Information
Associating a Contract to a Dispatched PO	The association of Contracts to PO line(s) gives the Judiciary the ability to accurately track expenses against contracts.


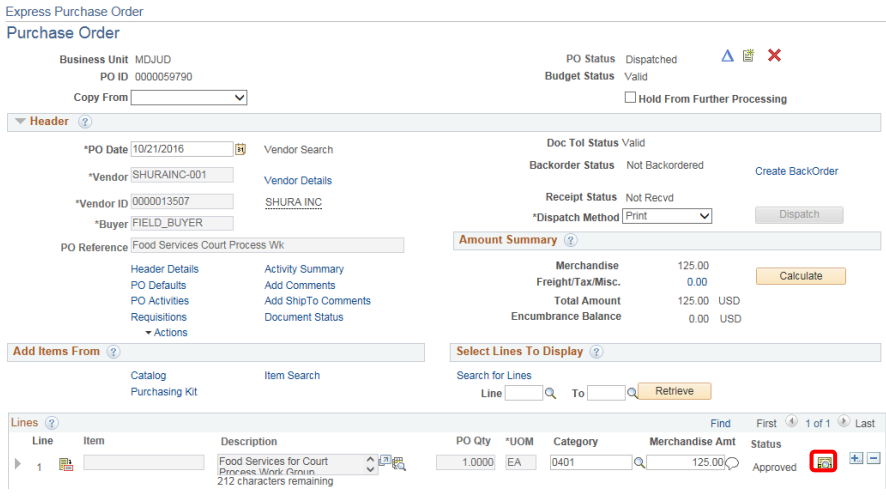

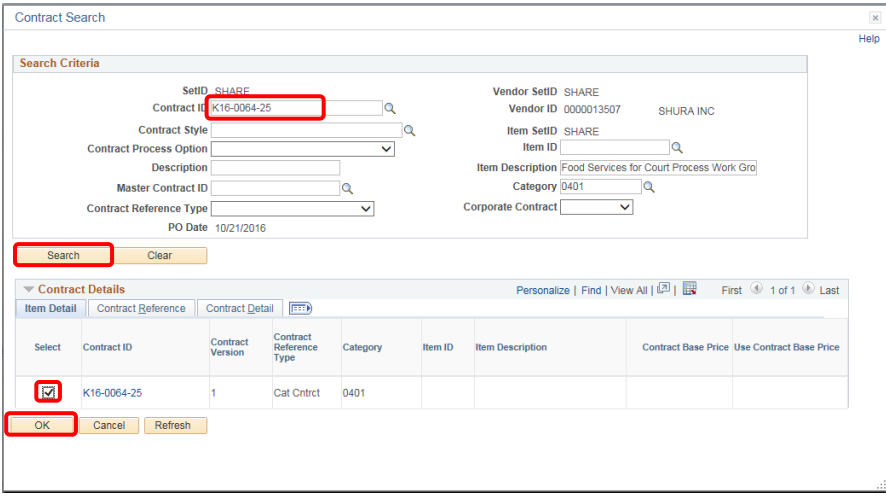
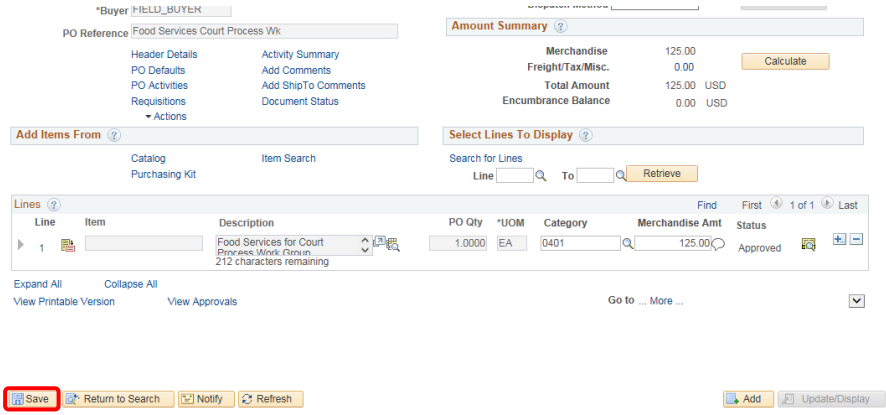
GEARS Navigation


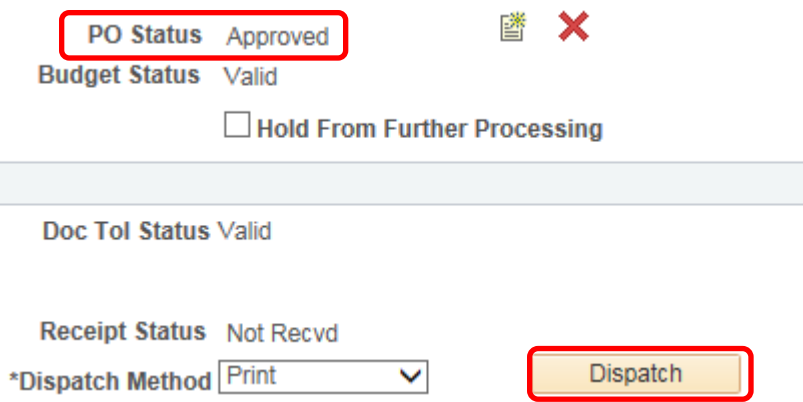
Purchasing > Purchase Orders > Add/Update Express POs	Favorites > Main Menu > Purchasing > Purchase Orders > Add/Update Express POs
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Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	Select the Find an Existing Value tab. Enter the PO number and click Search	<p>Express Purchase Order Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Business Unit = MDJUD</p> <p>PO ID begins with 0000059790</p> <p>Purchase Order Date =</p> <p>PO Status =</p> <p>Short Vendor Name begins with</p> <p>Vendor ID begins with</p> <p>Vendor Name begins with</p> <p>Buyer begins with</p> <p>Buyer Name begins with</p> <p>PO Type =</p> <p>Purchase Order Reference begins with</p> <p><input type="checkbox"/> Hold From Further Processing</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>

2.	<p>Click on the Contract Search icon  , on the PO line(s) that you want to associate with a contract.</p>	
3.	<p>Enter the Contract number and click Search.</p> <p>Note: You can also search for the contract by clicking on the search icon .</p> <p>Select the contract line by checking the box <input checked="" type="checkbox"/> and then click OK.</p>	
4.	<p>Click Save.</p> <p>Note: Please repeat the above steps for all lines on a multi-line PO.</p>	

<p>5.</p>	<p>If the PO Status reverted back to “Approved”, you will need to  the PO again.</p>	 <p>The screenshot shows the PO Status screen with the following elements:</p> <ul style="list-style-type: none"> PO Status: Approved (highlighted with a red box) Budget Status: Valid <input type="checkbox"/> Hold From Further Processing Doc Tol Status: Valid Receipt Status: Not Recvd *Dispatch Method: Print (dropdown menu) Dispatch button (highlighted with a red box)
<p>You’ve completed the steps necessary to associate a Contract to a PO line.</p>		



End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.